

**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday 10th July 2023 at Bowerhill Sports Pavilion,
Westinghouse Way, Bowerhill, SN12 6TL at 7:00pm**

Present: Councillors John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines, Shona Holt, Terry Chivers and Andy Russell

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

102/23 Apologies & Housekeeping:

The Clerk welcomed everyone to the meeting and explained the evacuation procedure in the event of a fire.

There were no apologies received. It was noted that Councillor Hoyle was not present at the meeting.

Nominations were invited for the Chair of the Asset Management Committee.

103/23 Chairman & Vice Chair of Asset Management Committee for 2023/24:

a) Election of Chair of Asset Management Committee 2023/24:

Resolved: That Councillor Baines be Chair of the Asset Management Committee for 2023/24.

Councillor Baines took the chair.

b) Election of Vice Chair of Asset Management Committee 2023/24:

Resolved: That Councillor Russell be Vice-Chair of the Asset Management Committee for 2023/24.

104/23 To receive Declarations of Interest:

The Clerk declared an interest in agenda item 13, as her husband was on the list of approved contractors and suppliers and she was a director of his company.

105/23 To consider holding items in Closed Session due to confidential nature:

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item **7b, 8h & 10a**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised members that although agenda item 8g was only a budget costing for outdoor gym equipment, the company that provided this quotation should not be named in the public domain in case the council went out to tender in the future for this project.

Resolved: Agenda items 7b, 8h to be held in closed session for reason 3d (b) terms of tenders and proposals and counter proposals in negotiations for contracts. Agenda item 10a to be held in closed session for reason 3d (d) the early stages of any dispute.

The committee agreed to suspend standing orders for a period of public participation.

106/23 Public Participation:

There were two members of the public present at the meeting who were tenants at Briansfield allotments. They wished to discuss issues relating to water provision at the allotments, which was an item on the agenda to be discussed under item 9cii. The plot holder stated that he had spoken to a number of allotment tenants who shared his concerns regarding the current water supply that was available at the site. He explained that due to the climate and the fact that the weather was becoming hotter, the current provision of two water troughs, which served the whole site, was unacceptable because of the walking distance between plots. While he appreciated that the distance was not the same for all tenants, those plots that resided in the middle areas in particular had the longest distance to travel. He explained that he had to walk a distance of around 60 metres from his plots to the troughs to get water. He felt that there needed to be an additional two troughs installed at either end of Briansfield, which would make it more accessible for everyone to access water. He advised that he had knowledge of at least two allotment tenants relinquishing their plots due to the fact that they were finding it difficult to access water at the site. The other issue was that tenants did try their best to collect their own water during the year with water butts on their plots; however, because the maximum shed size allowed was only 6x4ft, this did not capture enough water for it to flow into the water butts.

The other tenant echoed what had already been explained and advised that due to the fact that there was very dry weather in May and June, this hindered the ability for tenants to collect their own water in their water butts. He explained that his plot was located near the troughs but was concerned for those tenants who were having to walk a distance from their plot to access the troughs, especially those who are less mobile. He is aware that some accidents have occurred on the site and is concerned that more may occur due to the walking distance and the number of times tenants have to go to and from the troughs.

The tenant also wished to highlight that he felt that the grass cutting needed some attention down the side of the allotments. It was clarified that, as part of the tenancy agreement, tenants have a responsibility to ensure that pathways between their plots are maintained. The parish council only contracts for grass cutting on the tracks around the allotments.

The Council reconvened and agreed to bring all allotment items under agenda item 9 forward for discussion.

107/23 Allotments:

a) To receive report on waiting list:

Members reviewed the allotment report on the waiting list compiled by the Finance & Amenities Officer. It was noted that there were currently three vacancies across the two allotment sites (two on Berryfield and one on Briansfield), and the Allotment Warden was in the process of contacting the next people on the waiting list. The Finance & Amenities Officer reported that over the past couple of days, following her written report to members, two more people wished to be added to the list. This meant that the number of people currently on the waiting list for an allotment plot stood at 10.

It was reported that the Allotment Warden was currently watching a few plots across both sites, and if no improvements are made, they will be written to. One request to begin cultivation had been sent out to a tenant.

b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds

The Clerk has not approved any shed requests under her delegated powers since the last meeting.

c) Correspondence received from allotment tenants:

i) Suggestions on various improvements that could be made at the allotments:

Correspondence had been received from a tenant on Briansfield, suggesting some improvements at the allotments. These were as follows:

- **As the left-hand side of the allotments was pruned back, the water trough and noticeboard could be moved back to the hedge.**

Members discussed this suggestion and did not feel that it would be feasible due to the fact that there needed to be easy access for the hedge to be cut back. It was also noted that moving the water trough back would incur a cost to the council.

- **A gravelly or bark track laid down the side to allow access for deliveries**

The committee felt that works for this would cost money and, therefore, would have to come out of the amount paid by the tenants to the council. It was noted that the current rate for a 5 perches plot was £30 for a resident of the parish, with this going up to £35 from 1st October. Non-residents of the parish paid double this rate. Councillor Pafford explained that this worked out to be around 60p per week for each tenant and queried whether this generated any contingency funding. It

was confirmed that there was no contingency, as the funds received from tenants were for water usage and maintenance; therefore, the council was unable to approve this request.

- **Allowing Allotment holders to keep compost bins down the length of the hedge row**

Members felt that compost bins would obstruct access for hedge maintenance to be undertaken. While members understood that composting took up space on plots, it was felt that it needed to be done on allotment holders' own plots as this was part of having an allotment. It was noted that there was an area near the car park that tenants had used for this in the past; however, this got abused by tenants depositing rubbish in the area. This in turn cost the council a considerable amount of money to clear the site; therefore, they are unable to allow this request for tenants to deposit materials outside of their plots.

Recommendation: The council respond to the tenants' requests, as discussed above.

ii) Request for additional water provisions at the allotments

Members discussed the request for more water provisions at Briansfield allotments. Councillor Baines advised that when the council installed the existing water troughs at the allotments, it cost a considerable amount at that time and that was some years ago. It was noted that the supply and metre were now at the site, so the costs would only be for additional pipe work within the allotment and for new troughs. The Clerk advised that originally at Berryfield allotments there were standpipes; however, tenants were attaching hosepipes to the taps and continuously running them. This resulted in high water costs, which is why troughs were eventually installed at that site.

19.32pm Councillor Chivers briefly left the meeting.

Councillor Glover suggested that an allotment association could be formed, and the council could lease the allotments to the association on a peppercorn rent. The association would then take over the running costs of the sites and be able to action their own priorities. It was noted that some council allotments were run this way, and this was why they can get additional facilities at the site. It was noted that allotment associations are formed and run by the allotment tenants themselves; therefore, there needed to be a majority of allotment holders who wished to do this. The Clerk advised that the council had investigated this approach before with tenants; however, there didn't seem to be much interest in forming an association. This didn't mean to say that there wasn't any interest now. It was suggested that the next time the council wrote to the tenants, they could include the suggestion about forming an association to see whether there was an appetite for it. Discussions also took place as to whether the Briansfield and Berryfield allotments would be considered separately or together. The Clerk advised that Briansfield car park was used by all

tenants across both sites, so it may be difficult for one site to set up an association without the other. It was also noted that there would be better buying power if both sites combined to form an association, and they would have better access to obtaining grant funding.

19.35pm Councillor Chivers returned to the meeting.

After a robust discussion, members felt that quotations should be sought for new troughs to see if this was something that the council would be able to do. If the council were to install more troughs, this would mean that the council would have to increase the allotment rent to fund this.

Recommendation 1: The council obtain quotations to install an additional water trough at both ends of Briensfield allotments and bring them back to a future meeting for consideration.

Recommendation 2: Officers to ask tenants when they are next written to whether they would like to form an allotment association.

d) To consider whether bonfires should be allowed at the allotments following recent call out to unattended bonfire

Councillor Baines reported that there had been a bonfire left unattended at the allotments. Unfortunately, as officers could not determine from the information, they had received whether the bonfire was controlled, they had to attend the site. When officers attended the site, the bonfire was found to be in control and smouldering; however, it was noted that plastic was being burned, which was not appropriate. The Finance & Amenities Officer did send around an email to all allotment tenants reminding them of their responsibilities around bonfires, and the tenant did reply to apologise. It was noted that the current allotment rules allowed tenants to hold bonfires on their plot as long as they had consideration for neighbouring properties. It was confirmed that officers had not been made aware of any other incidences of unattended bonfires; therefore, members felt that this was an isolated incident that should be monitored. It was suggested that the Allotment Warden should be made aware, and perhaps when he is showing new tenants around the allotments, he could make them aware of the tenancy rules around bonfires.

Members did not wish to completely ban bonfires; however, they were concerned that they could get out of control, especially due to the dry weather over the past few years. The Clerk queried whether it may be better that in extreme cases where outside authorities have asked that people do not light bonfires, she could have delegated powers to request that tenants don't have them during that period. Members agreed that this would be the best course of action.

Councillor Glover suggested that the council ban bonfires during the summer period to reduce the risk of one becoming out of control. Members discussed this in more detail and felt that this would be a good way forward.

Recommendation 1: The council modify the tenancy agreement to state that bonfires are banned at the allotments from 1st May until 30th September each year.

Recommendation 2: The Clerk to have delegated powers to ban bonfires in instances where outside authorities have advised people not to have them during a certain period.

e) To note information following officer training on legionella and approve quotation to test the water troughs once a year

The Clerk explained that she and the Finance & Amenities Officer undertook recent training on community buildings, and one of the sessions was on legionella. The training included information on the risks of legionella at allotment sites. It was explained that legionella was an airborne disease and was caught by someone breathing in tiny droplets, not by someone drinking the water. At the training, the main risk identified at allotments was hosepipes sitting with stagnant water left inside, especially in hot weather conditions. The bacteria tend to multiply if the temperature reaches between 20-45°C, and the risk is when the operator turns the hose on and breathes in the droplets from the spray.

The other thing that came out of the training was the fact that this also applied to watering cans. This was due to the fact that when the tenant is watering their crops, the spray coming from the rose head can cause droplets in the air, which in turn means that the tenant could breathe them in. Currently at the allotments, there are five water troughs across both sites, and officers have obtained a quotation to test the water in the troughs once a year at the height of the summer. The quote from Aquasafe Environmental to water sample all five troughs would be £350 + VAT per year.

After a detailed discussion, members felt that, as the allotments did not have standpipes or taps where people could attach hosepipes, they should take no further action on this. Members felt that it was important to note that if the allotments did have taps where a hosepipe could be attached, which was the main legionella risk, then they may have considered testing the water. It is considered that having water troughs reduced the risk associated with this.

Recommendation: The council do not take any further action on this.

19.55pm both members of the public left the meeting.

108/23 Council Assets:

a) To consider Report on condition of Council assets, and recommend future action

It was noted that the asset check for the parish, allotments, and office had been carried out by staff. Each item was rated depending on its current condition as either good, satisfactory, or poor, with the following descriptions:

Good: Unlikely to need attention in the next 5 years
Satisfactory: May need attention in the next 2-3 years.
Poor: Needs attention in the next year

The Finance & Amenities Officer reported that most items had either been rated as 'good' or 'satisfactory' with the exception of a few assets. She advised that the Caretaker had rated the wooden bus shelter in Beanacre as being in poor condition due to the structure rotting. It was noted that the location of this bus shelter was on the left-hand side coming out of Melksham, near the turning of Westlands Lane. The Finance & Amenities Officer provided members with a photo of the shelter, so that they could see its current condition. Councillor Baines advised that this was an old bus shelter that had been repaired on many occasions; it also had an asbestos roof. It was noted that the roof appeared to have a small area of damage; however, did not pose any danger to the public as it was in the open air. It was queried whether wood preservative would be an option; however, as the structure was already rotting, it was considered that this would not be suitable. Members felt that an assessment needed to be made of the bus shelter to determine its full condition. Quotes should also be sought for a replacement bus shelter so that the council has an idea of the cost. It was queried what type of bus shelter officers should seek quotes for, as it needed to be something that reflected the identity of the area. Members felt that officers should obtain quotes for a few alternative shelters so that an appropriate model can be decided on.

It was also reported that the hoover at the pavilion had been disposed of due to it being at the end of its life. The cleaner had been asked which hoover would be the most appropriate one to use on the pavilion surfaces, and she confirmed that a Henry type one would be suitable. It was noted that as the parish council was providing the cleaner with the equipment, she should be provided with the manufacturer's instructions on how to safely use it. Members agreed that a suitable hoover should be purchased for the cleaner to use at the pavilion.

The other item that has been rated as poor by the parish Caretaker was the picnic tables at the BRAG (Bowerhill Residents Action Group) picnic area, as they had been burned following people having BBQs in the area. It was noted that this was an item that was being discussed under 6c.

Recommendation 1: Officers to ask for an assessment to be undertaken on the wooden bus shelter at Beanacre to determine its full condition.

Recommendation 2: Officers to obtain quotations for suitable bus shelter models to replace the wooden bus shelter at Beanacre.

Recommendation 3: The council dispose of the pavilion hoover and approve the purchase of a replacement.

b) To note update on burnt benches at BRAG Picnic Area and consider way forward

It was noted that the picnic benches at the BRAG picnic area have been burned by people using disposable BBQs directly on the tables. The Clerk reported that over the weekend she had noted that BRAG had come up with a solution for the issue and put some type of concrete block on the tables with the grill. The hope is that people will use this rather than putting the BBQ directly on the table. The Clerk reported that BRAG was able to repair the damage with donations from local businesses.

Members wished to congratulate BRAG for their efforts in repairing the damage caused.

c) To note software changes made to the SID (SID dropped off to the manufacturer 28th June)

Councillor Baines reported that he had taken SID#1 to the manufacturer so that the necessary software changes could be made. He confirmed that this process had been completed and that he had now safely returned it to the office.

Members thanked Councillor Baines for dropping the SID off at the manufacturers and returning it back to the office; thus, saving the council the courier fees.

109/23 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) To review latest quarterly play area inspection report and consider any actions required:

Councillor Baines reported that there didn't appear to be anything highlighted in the reports that was cause for concern. The Clerk explained that if there was anything urgent highlighted in the inspection, it would have been acted upon or drawn to members' attention. It was noted that the dampener has failed on the sea saw at Hornchurch Road Play Area, but this was not a safety concern. It was felt that all other items highlighted on the report were something that the Caretaker could attend to under his routine maintenance activities.

b) To approve quotations for play area and MUGA (Multi Use Games Area) safety surfacing cleaning and consider whether Whitworth Play Area should be included bearing in mind advice about surfacing:

Held in closed session.

At the last asset management meeting, members asked officers to obtain some quotations to undertake safety surfacing cleaning on the parish council's play areas and MUGAs. Officers had approached three contractors to quote for this work and had received quotations back from two, which were as follows:

Quotation A £4,700.00 + VAT

Quotation B £2,867.61 + VAT

The Clerk advised that the reason why the council undertook cleaning of the surfacing was to ensure that it was kept porous, which extends its life as well as reducing the slipperiness of the surface. She reminded members that the council had previously resolved to undertake a trial by cleaning one of the two new play areas in the parish. Whitworth Play Area had been chosen to be the play area that was cleaned during the trial, but it was suggested not to do this as it was apparent that there were some issues with the surfacing in this play area. Members agreed that the cleaning of the surfacing at Whitworth Play Area should not be undertaken; therefore, the trial should be put on hold for now. The Finance & Amenities Officer confirmed that both contractors would provide their own water.

Discussion took place on whether the surfacing should be cleaned, bearing in mind the cost, and it was agreed that the council should go ahead and do it as it was not undertaken in the autumn of last year. Members felt that as both quotations received were like for like, Quotation B should be approved. Members wished for the contractor to inform the council when they are planning to undertake the works so that an inspection can be carried out following the works. The contractor should also be asked to provide officers with photos of the work. It was noted that as the quotation provided included the works to be undertaken at Whitworth Play Area, there will be a reduction on the price quoted as the council no longer wishes to clean this play area.

Recommendation: The Council approve idverde (Quotation B) to undertake the safety surfacing clean at the parish council play areas and MUGAs, excluding Whitworth Play Area, and Davey Play Area which is still not under the ownership of the parish council.

c) To consider draft and recommend for approval the land transfer of Davey Play Area (if received)

The Clerk reported that she had not received the land transfer for the Davey Play Area and was chasing this.

d) To consider adopting a Memorial Street Furniture Policy

The Clerk explained that a request had come through via BRAG (Bowerhill Residents Action Group) from a resident to install a memorial bench at the BRAG Picnic Area. Benches in this area are normally transferred to the parish council as an asset so that they are regularly inspected and maintained. It was highlighted that the parish council currently did not have a policy relating to what happens to the bench when it comes to the end of its life or if it became damaged. The Clerk queried whether a policy should be adopted by the council for requests such as these. Officers had provided the committee with a policy from Melksham Town Council and Wroughton Parish Council on this subject as an example.

Councillor Glover advised that he felt that the policy from Melksham Town Council was quite comprehensive and, therefore, suggested that the council adopt this one. He suggested that a slight amendment needed to be made relating to clause 4.2 on the memorial bench cost. As prices change over time, he did not feel that the cost needed to be specified in the policy, so this would need to be amended.

Recommendation: The council adopt the memorial street furniture policy from Melksham Town Council, with the exclusion of specifying a cost for the bench and its installation.

110/23 QEI Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) To note pitch layout for new season and update on current bookings

The Finance & Amenities Officer had put together a report on the current bookings. She reported that all five adult teams that the council had approved could use the field this season, had all confirmed. This meant that one of the Sunday teams that had enquired had to be turned away. It was also reported that the grant had been submitted to the Football Foundation for funding towards goal posts, and officers were waiting to hear the outcome of the application.

The Finance & Amenities Officer had contacted Future of Football to enquire what their pitch requirements were for the new season and was waiting to hear back from them. It was noted that the council would not be able to fit any additional youth pitches on the field as they were already at capacity, so any changes would be minimal. The Finance & Amenities Officer made members aware of the fact that she had heard anecdotally that FOF also wished to have an adult 11 aside pitch this season as well. She queried whether members would be happy for them to be allowed access to this pitch as well. The Finance & Amenities Officer clarified that no request had been made to her; she was only bringing this to members' attention now so that if this request did come through in the coming weeks, she would be able to go back to them quickly. It was felt by members that as they had to turn away another team, they would be unable to accommodate a request such as this as the two 11 asides were at their capacity. The only suitable option would be for an 11-aside pitch to be marked around the youth pitches, which would be part of their blanket booking; however, the organisation did not take up this option when it was suggested before. Members wished to be clear on their expectations for bookings and the need for FOF to book like every other team has to.

Recommendation: The parish council to inform Future of Football that if they request to use an 11-aside pitch, they will be unable to use one of the stand-alone 11-aside pitches as the council has already turned a team away. If they would like an 11-aside pitch marked out, the only option would be to mark an 11-aside around the existing youth pitches.

b) To note contractors undertook verti-draining on the field for the same cost as spiking and approve to vire the budget under the rates heading to sports field spiking

The Clerk reported that JH Jones had undertaken verti-draining at the sports field for the same cost as spiking, as they had the equipment available. It was noted that verti draining was an upgrade to general spiking, and members wished to thank the contractors for doing this.

The Clerk advised that the rates bill for the pavilion was £0, and suggested that this is vired across to the sports field spiking heading. Members agreed with this way forward.

Recommendation: The council vire the budget of £835.00 under the rates heading to sports field spiking.

c) To approve quotation to fertilise the pitches during the season

Councillor Baines advised that JH Jones had provided the council with a quotation of £1,616.00 + VAT to fertilise the pitches during the season. It was explained that this quotation was not for one application of fertiliser, but for applications throughout the season. The contractor has submitted the quotation like this because there have been times when the council has missed the boat on getting it done as the quotation has had to wait for approval at a meeting and it was dependent on use and weather etc. Members agreed that this was a sensible option.

Discussion took place around whether the council had enough in its budget to approve this quotation. It was noted that under pitch improvements the council had budgeted £1,500 for this year. The council had already spent £745.50 from this heading in this financial year; however, the council had just recommended under agenda item 8b to vire the rates budget to the heading, therefore the council had enough funds available to cover the cost to fertilise the pitches. Members were made aware that if the council approved this quotation, they would have no budget left to undertake any more pitch improvements this financial year, although the council did have reserves for any other expenditure.

Recommendation: The council approve the quotation of £1,616.00 + VAT to fertilise the pitches during the football season.

d) To approve agreement for storage container to be located in the pavilion car park

Councillor Baines explained that the ATC wished to have a storage container located in the pavilion car park, which the council had already approved. They had enquired with the Clerk whether they needed to sign some type of agreement between themselves and the council to store the container in the car park. This had previously been discussed at a council meeting, and members felt that it would be a good idea to have something in place detailing the council's terms

and conditions. In particular, for situations such as if the organisation ceased to use the facilities, the council would expect them to remove the container and pay the costs for its removal. Officers were asked to draw up an agreement to bring back to a meeting for approval, which had been included in the agenda packs. It was also noted that Future of Football already had a storage container in the car park, so it would be prudent to have an agreement in place with them as well.

Recommendation: The council approve the agreement for storage containers to be located in the pavilion car park and ask both the ATC and Future of Football to sign it.

e) To note current issues with water tank and consider any actions

The Clerk explained that for a while now, staff have been noticing that there is water inside the pump room door next to the water tank. Officers were unsure whether this was caused by rain blowing in through the door or whether there was in fact a water leak in the tank. The water testing contractor was due to come shortly to undertake the annual tank emptying and chlorination, and officers had asked him to have a look at the tank when it was emptied to see whether he can see any cracks; although he had explained that a hairline crack would be difficult to spot. The Clerk explained that she just wanted to bring this to members' attention now in case there was an issue with the tank that may need further investigation in the future.

20.39pm Councillor Glover left the meeting for a short time.

Separately, the water testing contractor had made officers aware that the base under the tank was rotting and that there was a risk that it could collapse. It was noted that the base was made out of ply wood, and was not fit for purpose. The Clerk explained that the repercussions of the base falling was not just a replacement water tank, but also the other equipment in the room, such as boilers and water pumps, which would also need replacing. Due to the size of the water tank, which was nearly as high as the ceiling, if the base did collapse, a large amount of water would come gushing out.

20.42pm Councillor Glover returned back to the meeting.

Members felt that the time to replace the base would be when the tank was emptied; therefore, the Clerk agreed to speak to the water contractor to see whether a new base could be installed when he attends the site to do the chlorination.

Recommendation: The Clerk to speak to the water contractor and ask him whether he could replace the base of the tank when it is emptied. The council to wait until after the water contractors' visit to determine whether he can identify a crack in the tank.

f) To note current legislation regarding dogs on playing fields

The Clerk explained that members have queried in the past whether dogs could be banned from the sports field. She had found a publication from Fields in Trust that advised that in legislation there was something known as a "Public Spaces Protection Order" (PSPO). This order gives powers to local authorities to enforce dog owners to keep their dogs on a lead, ban dogs from designated areas, and issue Fixed Penalty Notices (FPN) to anyone breaking the council's rule. Unfortunately, PSPOs cannot be introduced by parish councils; therefore, the Clerk was making members aware that they would not be able to ban dogs on the sports field, for example, as they had no powers to enforce this action. It was noted that this was something that Future of Football enquired about as well, due to the amount of dog fouling on the sports field.

g) To note budget costing for outdoor gym equipment and agree basis for obtaining grant funding and community consultation

The Clerk explained that installing some outdoor gym equipment had been one of the council's objectives over the past few years but had stalled due to the covid pandemic and other pressing time and budgetary priorities. She advised that officers were now picking this up again, and the Finance & Amenities Officer had met with one outdoor equipment supplier at the sports field to get a budget indication of how much this type of equipment would cost. The quotation from this company had been circulated to members as a late paper prior to the meeting. The equipment that was quoted for was as follows:

- Adults Outdoor Gym - Full Body Workout which include
 - ❖ Adult double slalom skier
 - ❖ Adult double health walker
 - ❖ Adult bicycle
 - ❖ Adult rower
 - ❖ Adult sky stepper
 - ❖ Adult double sit up bench
 - ❖ Adult waist twister
 - ❖ Adult arm & pedal bicycle
 - ❖ Adult double squat push
 - ❖ Adult combination chest press and pull down

- 2.4m High Rota Net - Green Ropes
- Calisthenics Centre

There would also need to be grass guard surfacing installed for the high rota net and Calisthenics Centre equipment. There were also additional costs for welfare, health and safety, and site security. The total price quoted for all of the above was £31,303.67 + VAT, which was on the understanding that there would be water available on site during the installation. Members felt that this quotation was quite reasonable, especially for the amount of equipment that had been quoted for.

Questions were raised with regards to how often this type of equipment would be used. The Clerk explained that when the council undertook the gym equipment project with CAWS (Community Action: Whitley & Shaw) for Shaw Playing Field, they conducted a public survey to determine what type of equipment residents wished for so that quotes could be focused on specific types of equipment. She advised that this would be something that the council could do again for the sports field to ensure that the type of equipment that is installed is based on what members of the public have asked for. As explained above, the quotation was only so that the council could have an idea of what the cost of this type of equipment would be, and it didn't mean that all of this equipment needed to be purchased if the budget didn't allow for it. It was noted that the council did not have any budget in this financial year to install this equipment; however, there was grant funding available from the Jubilee Fund and Suez. The council also had a reserve for enhancing the sports field and a community match funding reserve.

The Clerk explained that this was also something that would give older kids the opportunity to come away from Hornchurch Road and instead use the equipment at the field. Also, she has witnessed kids climbing on the basketball court fencing and using it to do pull-ups, for example. If this type of equipment was available to use, it would deter them away from doing this. It would also be available for workers from neighbouring businesses to use during their breaktimes.

Members felt that the council could move forward with this on the proviso that grant funding be successfully applied for. The Clerk advised that the council would have to go out to tender if they were to go ahead with this project due to the fact that the quote provided was over the tender threshold. Members felt that officers should go back to the company that provided the quotation to thank them for putting together such a comprehensive proposal and inform them that the council was actively seeking funding for the project. It should also be included that the council will contact them again when they were ready to go out to tender.

Recommendation 1: Officers to investigate obtaining grant funding towards installing outdoor gym equipment at the Bowerhill Sports Field.

Recommendation 2: Officers to go back to the company who provided the quotation to thank them for the proposal, and advise that the council was actively seeking funding for the project.

h) To note current issues with waste collections and consider future action

Held in closed session.

The Finance & Amenities Officer informed members that over the past few months there have been some issues with waste collections at the sports field. The Clerk explained for background information that this company had knocked on the pavilion door while she was at site and asked whether they could provide the council with a quotation to collect the waste. When the council looked at the

quotation provided, it was much cheaper than the council's existing contract; therefore, the council approved appointing them.

Unfortunately, since the contract agreement was signed, there have been constant issues with service. The Finance & Amenities Officer reported that there had been times when collections were missed, and when this was chased up, she had been informed that the contractor had attended site but was unable to gain access, despite being given the gate access code. Initially, she thought this may have been caused by the fact that hirers had been helpfully putting up the bollards outside of the gate without her knowledge or instruction; however, this was quickly rectified, and this issue was still occurring. She had even asked the company to contact the office for assistance if they arrived on site and were unable to access the bins. Due to the missed waste collections, the rubbish from the bins have overflowed into the car park, and the Caretaker has had to spend a considerable amount of time clearing up the mess.

The Finance & Amenities Officer was able to arrange for a catch-up collection, which did successfully take place; however, she was then contacted by the contractor and asked whether the bins could either be put out outside of the gate or on the concrete veranda. This was because the bins were located on gravel surfaces, and when full, the wheels dug into the ground. This made it difficult for the bins to be lifted into the truck to be emptied, which resulted in them having to be emptied by hand. She had replied to them to say that the bins were unable to be stored outside the entrance gate or located on the veranda, as this would be a fire risk to the pavilion building. It was also pointed out that the sales representative was fully aware of the situation when he knocked on the door to offer a quote for this service.

The contractor has since come up with a solution of providing the council with smaller bins, which would be the same equivalent to what the council was receiving now, but would be emptied weekly. When the Clerk had received the agreement for this, she compared it to the existing agreement and found that although the weight may be the same, the capacity was much smaller. It was noted that it was the bin capacity that was the issue, not the weight; therefore, the Clerk did not sign the agreement. Subsequently, the bins have appeared without the officers' knowledge; however, it does appear that more bins have been provided, which may match up with the council's previous capacity. Members discussed this and felt that as the contractor had come up with a solution, this way forward should be trialled to see whether it met the council's requirements. Another issue that officers have encountered is the fact that the company has requested that dog mess not be put into the general waste bins. The Finance & Amenities Officer had replied to them to say that they were not made aware that dog messes could not go in the bins at the time of signing the agreement.

Members felt that an arrangement should be made to meet the sales representative at the site to discuss the current issues further.

Recommendation: Officers to set up a meeting with the sales representative to attend site and inform the Chair and Vice Chair of council when this meeting is, so that a councillor can be in attendance.

111/23 **Trees:**

a) To review tree inspection report and approve quotations for required works

Held in closed session.

The Clerk advised that officers had obtained quotations for work on any tree that was rated as either high or medium risk in the inspection report. This is because trees rated as high-risk required work to be undertaken within six months and medium-risk within 12 months. It was noted that the only trees that had been rated as high were at Shurnhold Fields, which was jointly owned with the town council. The Clerk advised that this report had been sent to the amenities manager at Melksham Town Council, and had asked whether their amenities teams were monitoring the trees identified. She had not received a response back, so would chase this up again. It was noted that any expenditure for Shurnhold Fields would need to be agreed upon by both councils and would come out of the maintenance contribution fund held in reserves by the parish council.

The Clerk advised that any trees on Shaw Playing Field were managed by the Shaw Hall Management Committee, and the report had been sent over to them for their perusal. When the council was carrying out tree work for the parish last time, any trees at Shaw that had been identified as requiring action were included in the work order and invoiced back to the committee. The Finance & Amenities Officer had been in contact with the committee's secretary, who confirmed that the committee was able to undertake the work themselves.

The public open space at Hornchurch Road is owned by Wiltshire Council; however, the trees located around the MUGA and play area were inspected, as there was potential for these to cause damage to/on parish council-owned assets. This report will be sent to Wiltshire Council for action. It was noted that a separate quote had been sought for this area in case Wiltshire Council informed officers that they would not be undertaking the work. The parish council could then make a decision as to whether to pay to do the work instead.

It was noted that five contractors were approached to provide quotations, with three contractors submitting quotations. The quotations were as follows:

Quotation A

Parish trees	£1,000.00 + VAT
Shurnhold Fields high risk	£ 440.00 + VAT
Shurnhold Fields medium risk	£ 250.00 + VAT

Quotation B

Parish trees	£2,745.50 + VAT
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Shurnhold Fields high risk	£1,689.00 + VAT
Shurnhold Fields medium risk	£ 872.00 + VAT

Quotation C

Parish trees	£1,310.00 + VAT
Shurnhold Fields high risk	£ 595.00 + VAT
Shurnhold Fields medium risk	£ 575.00 + VAT

Members considered each quotation and were satisfied that each contractor had quoted for the same works. It was noted that the council had used the contractor who submitted Quotation A before and they did a good job. Members felt that as all quotations were like for like with each other Quotation A should be approved.

The Clerk queried whether members wished for the contractor to leave the chipped tree at the allotments, to be used as mulch, which was agreed.

Recommendation: The council approve the quotation of £1,000 + VAT from Acer Tree Surgeons (Quotation A) to undertake the medium risk tree work required on the parish council owned trees.

21.20pm Councillor Pafford left the meeting for a short time.

b) To consider way forward for tree growing into play area fence at Shaw Play Area

The Clerk explained that a tree has grown into the play area fence at Shaw, which had also been identified on the tree inspection report. Members felt that this should be left for now as long as the tree was not likely to cause damage to the fence. It was noted that it was not unusual for trees to grow into fences and, this tree was not causing any health or safety concerns.

21.23pm Councillor Pafford returned to the meeting.

Recommendation: The council take no further action on the tree growing into the Shaw Play Area fence.

c) To note response from T W Landscapes with regard to planting of the Jubilee Trees

The Clerk had been in correspondence with the tree planting contractor with regards to the planting of the jubilee trees. They have suggested that this should be looked at again in the autumn, as now was not the right time to undertake this work.

112/23 Village Halls:

a) Shaw Village Hall and Playing Field: To note current situation with lease and consider any requests for the new lease following meeting with Shaw Management Committee

The Clerk reported that she had a positive meeting with the Secretary and Chairman of the Shaw Management Committee, with Councillor Patacchiola also in attendance to discuss the lease. Notes from the meeting had been circulated to members to read prior to this evening. The Clerk explained that a lot of the things that were discussed were more about the day-to-day stuff, such as whether correspondence could be sent by email rather than letter, etc. It had been suggested at the meeting that a tenant's handbook could be produced to run alongside the lease. This could then include the types of things that don't specifically need to be specified in the lease and could easily be amended without having to change any type of legal principle. The Finance & Amenities Officer had contacted the Wiltshire Village Hall Association to ask whether they had a template handbook. They have replied to say that they haven't come across one before but thought that it was a good idea. The other main things that were discussed were as follows:

Insurance- Currently, the Shaw Committee insures the building and forwards the documents to the parish council to prove that adequate insurance is in place. The new lease would be a change to this, as the parish council would insure the building and charge the cost back to the committee. The Shaw Committee were concerned that this may increase their insurance costs as they would have to get separate contents cover. The Clerk agreed to get costs for the village hall building insurance and ask Berryfield Village Hall how much their contents insurance was.

The Shaw Committee has also asked that the council undertake a building condition survey at their own cost to ascertain the building's condition before the lease was signed. It was also agreed that an energy audit should be undertaken at the hall to be informed on what things could be done for energy savings.

Recommendation: The council agreed with the actions detailed in the notes and was happy for the lease to move forward on this basis.

b) To note upcoming new legislation 'Martyns Law'

The Clerk explained that there was pending new legislation that will place a requirement on those responsible for certain publicly accessible locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. She explained that there had been some scaremongering from national newspapers stating that this new legislation would cause village halls to close down, which was inaccurate. This new legislation would have a tiered model that would be proportionate to the capacity of the building and was more about having a plan for what to do in case an incident ever occurred.

Members noted the information but felt that no further action should be taken at this time as it was not yet in legislation.

Recommendation: The council take no further action at this time.

113/23 Office Equipment

a) Photocopier: To note advice from photocopying engineer regarding replacement repair parts and consider way forward

Councillor Baines explained that the council's photocopier was quite old now and that some replacement parts were no longer being made. It was noted that this machine was still going; however, the risk was that if a part that was no longer available needed to be replaced, the office would be without a photocopier.

Members discussed whether leasing a new photocopier may be more cost effective than purchasing one. It was felt that officers should obtain costs for both leasing a copier and purchasing one so that the most cost-effective way could be determined. The print per copy for both of these options should also be investigated.

Recommendation: Officers to investigate costs for leasing and purchasing a new photocopier so that both options can be compared to determine the most cost-effective solution.

b) To consider purchasing microwave for office kitchen area

The Clerk explained that a fire alarm engineer had attended the office to undertake the maintenance of the alarms and mentioned that a microwave would not affect the fire alarms; a toaster though would necessitate a change in heat detection system Officers had requested whether they could have a microwave in the office kitchen area. Members agreed that this was a good idea, and a suitable microwave should be purchased.

Recommendation: The council purchase a 900W microwave for the office kitchen area.

114/23 Approved contractors and suppliers: To consider current list of approved contractors and suppliers

The list of approved contractors was reviewed by members. The Clerk reported that the council received really good service from most of the contractors and supplies on the list. In particular, the electrician who has been helpful with providing officers with advice on the installation of the new defibrillator due to be installed on Pathfinder Way. The water testing contractor was also very helpful and was a great asset to the council, giving officers help and advice, as well as flagging up any issues relating to the pavilion.

It was noted that the pavilion and office line rental and WIFI were currently with Plusnet; however, as of 5th September they no longer provided this

service commercially. This means that the council would need to transfer over to a new supplier before this date.

Recommendation: The council continue with the current list of contractors and suppliers.

115/23 Bins:

a) To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers

The Clerk explained that this was a standing item on the Asset Management agenda, as she had delegated powers to replace missing or damaged bins. She reported that she had not replaced any bins since the last meeting.

b) To consider bin request for Semington Road

The Clerk explained that she had received some correspondence from a resident requesting that some additional bins be installed along the stretch of Semington Road. They had also explained that there were three bins in quite close proximity to each other in the Bowood View estate and queried whether one of these could be moved. Members were reminded that if the parish council replaced a Wiltshire Council bin that had been damaged, Wiltshire Council would empty it on their bin emptying schedule. If the council were to install a new bin that was not a replacement, Wiltshire Council would not empty it, so the cost of emptying it would be for the parish council. Councillor Holt highlighted that in the email sent by the resident, there seemed to have been some confusion regarding the bins inside Whitworth Play Area and the ones outside. It was noted that the bins outside of the play area were emptied by the management company, so it would not be so easy to relocate this bin. Members felt that it wouldn't be suitable to relocate one of the bins inside the play area onto Semington Road because this would mean the council's contractors would have to go to another location to empty it.

Members discussed the fact that the more bins that were around, the more litter there was. The committee felt that if they approved this request, they would be setting a precedent by purchasing additional bins, for which they would have to bear the cost of emptying them. There was anecdotal evidence, including from assessment from Wiltshire Council, that an increase in bins did not necessarily mean less litter as some residents will take litter home to dispose of if no bin is provided, and others will litter regardless of bin provision. It was felt that the council should have a policy of not purchasing additional bins unless they are replacing damaged ones, which would be emptied by Wiltshire Council.

Recommendation: The council have a policy of not providing additional bins around the parish.